

**SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission**

CLASS TITLE: WEBMASTER

BASIC FUNCTION

Under the direction of the Director of Communications, performs the tasks associated with creating and maintaining a highly effective and user-friendly web site.

REPRESENTATIVE DUTIES

1. Assist in the development, implementation, and maintenance of the County Education Office homepage.
2. Monitor the day-to-day operation of the web site, including the transfer, testing and updating of web materials; convert submitted materials to web documents; expand on-line offerings.
3. Create and modify web pages and post them appropriately; design, create and implement graphics for web pages.
4. Validate and update links; convert files between various formats including word processing, spreadsheets, Adobe PDF, Real Audio and Video, HTML.
5. Locate and identify Internet resources for the educational community and make them available on the server, and communicate effectively with a variety of users to publish requested content on the web site.
6. Serve as a resource to County Education Office and school district personnel on matters related to the Internet.
7. Assist in creating and maintaining office listservs.
8. Evaluate software packages and train users.
9. Contact and supervise intern assistants.
10. Check files on the County Education Office system for quality and viruses.
11. Assist with the development, dissemination and observance of adherence to standards for publishing on County Education Office web pages.
12. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Practices, procedures, resources and applications on the Internet.

Macintosh and Windows operating environments.

Word processing software, web page development software, Internet browsers, PERL and JAVA languages and FTP software.

Online text based and graphical interfaces, and Internet protocols.

Ability to:

Work cooperatively with others and interact in a professional and effective manner.

Create HTML files and convert various file formats into HTML or PDF formats.

Troubleshoot, analyze and solve web page problems.

Explain complex concepts and Internet-related matters clearly and simply to a wide variety of users.

Establish and maintain effective working relationships.

Plan, organize and manage a variety of tasks

Meet schedules and time lines.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE

Graduation from high school and two years of college course work in computer science or related field; and two years of increasingly responsible experience creating and maintaining a web site.

LICENSES AND OTHER REQUIREMENTS

Incumbents in this class must possess a valid California driver=s license and automobile insurance coverage required by law.

WORKING CONDITIONS

Typical office and data processing environment, subject to noise and some lifting.

APPROVED BY THE PERSONNEL COMMISSION: July 22, 1999